



DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
6700 TAYLOR AVENUE
FORT MEADE, MD 20755-7061

MAR 22 2013

PUBLIC AFFAIRS

MEMORANDUM FOR DMA CIVILIAN AND MILITARY WORKFORCE

SUBJECT: Attendance at Work during Inclement Weather and Emergencies for DMA Civilian and Military Personnel

In the event of inclement weather or an emergency situation, Defense Media Activity (DMA) personnel shall assess the risks associated with their commuting situation and make prudent safety decisions. With DMA personnel working at Fort Meade and in the National Capital Region (NCR) working in different areas impacted by weather, all civilian and military personnel should adhere to the operating situation at their assigned areas. All personnel should utilize the following resources to determine their operating status:

- **Ft Meade:** DMA Headquarters (HQ) and Defense Information School (DINFOS) personnel will follow the Fort Meade Garrison operating status. For additional information:
 - Call the DMA Emergency line at 301-222-6681 (Operating status will be provided via a recorded message)
 - Or visit the Fort Meade website at: www.ftmeade.army.mil
 - Or visit the DMA website (Employee section) at www.dma.mil
- **National Capital Region:** DMA personnel assigned to Fort Belvoir, the Pentagon or the Washington Capital area will follow Office of Personnel Management (OPM) guidance at <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status>

Designated "Essential Personnel" will report to duty as scheduled. The DMA Director will have sole authority to grant excused absence for essential personnel through their respective Component Heads or Director. This will be on a case-by-case basis only.

Personnel authorized by their supervisor to telework, will telework during inclement weather.

DMA Component Heads and Directors will maintain current recall rosters for accountability and/or status notifications should they be needed.

In any emergency the safety of DMA personnel remains the utmost importance. Remember to err on the side of caution and contact your supervisor should you be in a hazardous commuting situation.

Ray B. Shepherd
Ray B. Shepherd
Director